

No. 28/04/2024-P&PW(I)/QS/10145  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Pension and Pensioners' Welfare  
\*\*\*

3<sup>rd</sup> Floor, Lok Nayak Bhavan, Khan Market  
New Delhi, Dated the 29 October, 2025

**OFFICE MEMORANDUM**

**Subject: Periodic verification of qualifying service under the Central Civil Service (Pension) Rules, 2021.**

The undersigned is directed to say that Department of Pension and Pensioners' Welfare has notified the Central Civil Service (Pension) Rules, 2021 in supersession of the Central Civil Service (Pension) Rules, 1972.

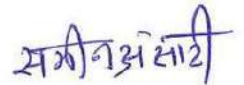
2. In accordance with Rule 30 of the Central Civil Service (Pension) Rules, 2021, and this Department OM No. 28/90/2022 P&PW(B)/8297 Dated 2<sup>nd</sup> October, 2022, it is reiterated that on each occasion after a Government servant has completed eighteen years of service and on his being left with five years of service before the date of superannuation, the Head of Office in consultation with Accounts Officer is required to verify the service rendered by such a Government servant, determine the qualifying service and communicate to him, in Format 4, the period of qualifying service so determined.

3. For the purposes of verification of service, the procedure provided in clause (a) of sub-rule (1) of rule 57 is required to be followed. The verification done under Rule 30 shall be treated as final and shall not be reopened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension and gratuity.

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4. The Rule further provides that a report shall be submitted to the Secretary of the Administrative Ministry/Department by 31<sup>st</sup> January of each year, giving the details of the Government servants who were required to be issued a certificate of qualifying service during the previous calendar year under sub-rule (1), the details of the Government servants who have actually been issued the said certificate during the said period and the reasons for not issuing the said certificate in the remaining cases.

5. All Ministries/Departments are requested that the above provisions regarding Periodic verification of qualifying service under the Central Civil Service (Pension) Rules, 2021 may be brought to the notice of the personnel dealing with the pensionary benefits in the Ministry/Department and attached/subordinate offices thereunder, for strict implementation.



(Samin Ansari)  
Under Secretary to the Govt. of India

To All Ministries/Departments/Organisations,  
(As per standard list)

**FORMAT 4**

[See Rule 30]

**Certificate of verification of Service for Pension and Gratuity**

No.....  
Government of India  
Ministry of.....  
Department/Office.....  
Dated the .....


**Certificate**

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km.  
.....

(Name and Designation) has completed a qualifying service of .....years .....  
months..... days as on .....(date), as per details given below.  
The service has been verified on the basis of his service documents and in accordance with the rules regarding  
qualifying service in force at present. The verification of service under sub rules (1) and (2) of Rule 30 of the  
Central Civil Services (Pension) Rules, 2021, shall be treated as final and shall not be re-opened except when  
necessitated by a subsequent change in the Rules and orders governing the conditions under which the service  
qualifies for pension and gratuity.

**DETAILS OF QUALIFYING SERVICE**

| S. No. | Name of Ministry/Department<br>/Office | From | To | Length of qualifying<br>service |
|--------|--|------|----|---------------------------------|
| 1.     |  |      |    |                                 |
| 2.     |  |      |    |                                 |
| 3.     |  |      |    |                                 |

  
Signature & stamp of Head of Office

To

Shri   
(Name & Designation)